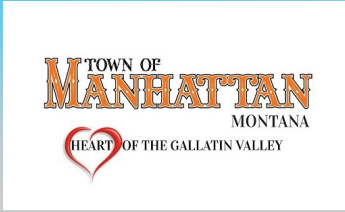


# HOW TO OBTAIN A PERMIT

ZONING & CONSTRUCTION CODES  
SUBMITTAL REQUIREMENTS  
INSPECTION INFORMATION  
APPLICATION PROCESS  
SAMPLE DRAWINGS  
APPLICATION



## GENERAL INFORMATION

A permit is the Town's official stamp of approval, allowing the go-ahead to commence a building project. It is issued only after your plans and application have been carefully reviewed to ensure the proposed construction is in compliance with the Town's Zoning Regulations and Construction Codes. These regulations and codes were not established to hinder you. Rather, they are intended to assure a well-planned development and to safeguard health and safety.

The Town of Manhattan requires a building permit to erect, enlarge, alter, repair, move, improve, convert or demolish a building or structure. This includes not only building construction or remodeling, but also mechanical, plumbing and electric work. Ask the Building Official if you are uncertain about whether the work requires a permit.

For residential construction, permits may be issued to the homeowner or general contractor. Residential inspections will not be granted unless **all** of the appropriate permits have been obtained.

## ADVANTAGES OF A BUILDING PERMIT

The primary advantage of doing construction projects with a building permit are the services of the building inspector. The inspector inspects each phase of the construction process, verifying that the work is done properly per the adopted codes. Inspectors may also advise on how to proceed with the project.

Secondly, there are legal liabilities that may arise if a permit is not obtained and the work is not inspected. Construction work without a permit is illegal and could pose unnecessary complications when a home is sold or refinanced. Furthermore, most lending institutions are now requiring a final inspection and a Certificate of Occupancy from the Building Department prior to final release of funds.

## ZONING REGULATIONS

Zoning regulations govern how areas of the Town are developed. Designed to prevent

### You need a building permit for such work as:

#### Construction of:

- Dwellings
- Garages
- Other detached structures incidental to the primary use

#### Addition or remodeling of:

- Rooms
- Window & wall openings
- Garages
- Decks/Porches

#### Replacement or repair of:

- Roofs
- Foundations
- Heating systems/gas piping (mechanical)

#### Demolition of:

- A building or portion of a structure
- Any changes which may affect a building, structure or its exterior appearance

### You do not need a building permit for such work as:

- Single story detached buildings that do not exceed a floor area of 120 square feet.
- Fences not over 6 feet in height (always check with zoning)
- Retaining walls not over 4 feet in height and not supporting a structure or surcharge load
- Uncovered outdoor hot tubs
- Painting and similar work
- Re-siding a structure
- Window Replacement

haphazard development and to protect public safety, they deal with the relationship of a building to the neighborhood as a whole and to the individual piece of property. Dwellings must conform to certain requirements and restrictions such as how far they must be set back from the street front, side, and rear property lines, and how much of the lot they are allowed to cover.

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The first step in making your plans is to consider the zoning regulations. Check with the Town Office at (406) 284-3235 if you have any questions.

### **CONSTRUCTION REGULATIONS**

Construction codes deal with the building itself, establishing **minimum** construction standards designed to safeguard health and safety.

#### **International Building Code and International Residential Code:**

These codes specify structural requirements such as the sizes of rafters and joists, lintels over doors, and headers over windows that you will need to span a particular distance. This information is usually in the form of charts. The building code also identifies foundation requirements; how thick masonry must be, whether pier foundations are permitted, the required footing sizes and other details. The building code also specifies exiting requirements, locations of smoke detectors, egress requirements from bedrooms, etc.

**Uniform Mechanical Code:** This code deals with the **minimum** requirements for the installation of mechanical equipment of the project, such as heating, cooling and ventilation. The installation of gas piping and types of pipes permitted are also specified.

### **PERMIT APPLICATION PROCESS**

To obtain a building permit for new, remodel or addition construction, the following information must be submitted to the Building Department.

#### **BUILDING PERMIT APPLICATION FOR REVIEW OF DEVELOPMENTAL PROPOSALS**

•This application allows the **Building Department** to review your project in an orderly permitting process.

#### **WORKING DRAWINGS**

- Plot/Site plan
- Floor plan
- Foundation plan
- Wall sections
- Elevations
- Roof framing plan and/or truss installation layout

Detailed submittal requirement lists follow for both residential and commercial projects. You should include the address of the proposed job site on each drawing.

If the information in your application is complete and the project is clearly within the requirements of codes and municipal ordinances, **it will typically take up to 10 working days** to review and approve your **residential** plans.

**Commercial** plans can take longer if they are a complex design. We suggest you call for approval status prior to making the trip to the Building

Department . If your project is disapproved by any department, you will be notified immediately by the Building Official.

Once your plans are approved by the Building Official, a building permit may be obtained. At the time of purchase, a building permit and an approved set of plans will be provided, both of which must remain on the job site at all times.

A building permit will expire if work is not started within 180 days or if the work has ceased for 180 days. It is possible to get a one time 180 day permit extension by submitting a request in writing to the Building Official. Expired permits may be renewed for 50% of the original permit fee. Separate permits are required for mechanical and fire suppression systems.

### **INSPECTION INFORMATION**

Most projects require several inspections as the work progresses. Ask for the Inspection Request Timing and Sequence handout to know what inspections must be requested prior to covering or concealing the work in any way. Call the **Building Official at 595-9300** if you are in doubt about any requirements for inspections.

Inspections must be called a day in advance, no later than 4:30 p.m. the preceding day. Please give the address and any pertinent information when requesting inspections. The person calling for the inspection shall provide the inspector with approved plans and permits on the job site at the time of inspection or at any other time an inspector may drop by. It is the **Building Department's preference that all residential rough-in inspections** (mechanical, and framing) be performed on the same inspection call. **The address of the structure must be posted in clear view from the street.**

### **CERTIFICATE OF OCCUPANCY**

Builders must notify the Building Department for final inspection of all projects (residential and commercial) before occupancy of the structure. Please notify the Building Department two weeks prior to wanting occupancy on all commercial projects.

Occasionally, the Building Official may approve a temporary certificate of occupancy for a commercial building which would allow the owner to open to the public prior to having met all of the conditions of approval, generally in the case of landscaping improvements. In instances where occupancy of a commercial building is requested prior to all of the improvements being installed, some of the improvements may be financially guaranteed.

**Manhattan Town Office 406-284-3235**  
**Brandon Yung, Official 406-595-9300**